



King County
SPECIAL PROJECTS MANAGER I
DEPARTMENT OF EXECUTIVE SERVICES
Finance and Business Operations Division
Annual Salary Range \$65,287 - \$82,755
Job Announcement: 03LW3604
OPEN: 7/28/03 CLOSE: 8/8/03

WHO MAY APPLY: This position is a term-limited position open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Teresa Sobol, 821 Second Ave, Seattle, WA 98104, Fax 206-684-2186**. Email applications are encouraged at teresa.sobol@metrokc.gov (all application materials must be included). Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE: Applications** not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Application forms may be found at one <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>

WORK LOCATION: 7TH Floor, 821 Second Avenue Seattle, WA 98104

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: Participate in the strategic planning and design of a specific project; serve as the start-up expert for the project; responsible for implementation and directing and meeting project objectives; develops project schedule; works with appropriate personnel to understand any statutory and/or operating conditions for the project; serves as a special consultant to management on questions related to the project; serves as an individual contributor in performing the work of the project, which will include performing complex research and analysis; direct the work of administrative staff; ensure that the project maintains compliance with all relevant legal restrictions, consulting with management as needed; monitor project schedule and scope to assure compliance with the agreed upon parameters of the project; provide reports on project status on goals and schedule; in consultation with appropriate staff handle politically sensitive inquiries about the project and work being done.

QUALIFICATIONS: Advanced knowledge of research and analysis methods; analytical and problem solving skills; excellent written and oral communications skills to lead others and communicate with management; demonstrated ability to bring in projects on time; ability to effectively translate systems knowledge or information to lay persons; facilitation skills; staff supervision skills and experience; demonstrated payroll experience; knowledge of Peoplesoft HRMS and/or GEAC (MSA) HRM highly desirable.

CLASS CODE: 2502100

